

## 2010 Housing Billing Research Request

Date: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

**Note:** Complete separate form for each address requiring research.

Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### 2010 Housing Billing Issue to Research:

Select:	Research Reason:	Required Details:	Supporting Documentation Required:
<input type="checkbox"/>	No longer owns property.	Date purchased: _____ Date sold: _____	<ul style="list-style-type: none"> <li>Settlement sheet or deed to the property.</li> <li>Settlement sheet or deed to the property.</li> </ul>
<input type="checkbox"/>	Already paid 2010.	Date purchased: _____	<ul style="list-style-type: none"> <li>Settlement sheet or deed to the property.</li> <li>Copy of canceled check.</li> </ul>
<input type="checkbox"/>	Discrepancy in the number of units billed.	Number of units billed: _____ Number of units claimed: _____	Historical data that supports claim, which may require the owner to obtain a copy of the Zoning permit approving the number of units.
<input type="checkbox"/>	Did not receive Housing permit. <b>Clerk:</b> Pull Housing file to determine what is required and provide list to owner.	Complete Housing application, all supporting documentation, and applicable fees.	<ul style="list-style-type: none"> <li>Copy of canceled check.</li> <li>Any missing supporting documentation from Housing application.</li> </ul>
<input type="checkbox"/>	Did not receive Zoning permit. <b>Clerk:</b> Pull Housing file to determine if Zoning permit was issued.	Complete Housing AND Zoning applications, all supporting documentation, and applicable fees.	<ul style="list-style-type: none"> <li>Copy of canceled check for Housing AND Zoning fees.</li> <li>Any missing supporting documentation from Housing application.</li> </ul>
<input type="checkbox"/>	Owner-occupied	Owner must complete a new Zoning permit application and present: <ul style="list-style-type: none"> <li>Driver's license,</li> <li>Deed to the property, and</li> <li>Utility bill.</li> </ul>	The owner is required to apply for an owner-occupied Zoning permit.
<input type="checkbox"/>	Owner-occupied by relative	Relationship must be: mother, father, brother, sister, son, or daughter.	Complete Housing application and all supporting documentation, including occupying relative's driver's license.
<input type="checkbox"/>	Vacant/For Sale	Provide proof property is for sale in 2010	Provide proof of sale and complete Vacant/For Sale form.
<input type="checkbox"/>	For Sale/Lease	Provide proof of For Sale/Lease agreement	Provide proof of current agreement.

### Property Owners:

- To submit the Research Request with the *required* supporting documentation, fax to: 610-655-6525 or mail: 815 Washington Street Room 1-30 Reading, PA 19601.
- The Research Request must be received prior to the 11/15/10 due date; otherwise the fee(s) will be doubled.
- To follow-up on this research request, please contact the Customer Service Center at 1-877-727-3234. Thank you!